

Notice Request by Party

This lesson explains how to docket a Notice Request to add an interested party to the master mailing list.

STEP 1: Click the [Bankruptcy](#) hyperlink on the ECF main menu. (See **Figure 1**).



Figure 1

STEP 2: Select [Notice](#) from the list of categories.

STEP 3: The **CASE NUMBER** screen displays.

- ' Enter the case number using the YY-NNNN format.
- ' Click the **[NEXT]** button.

STEP 4: The **EVENT SELECTION** screen displays.

- ' Scroll to **Notice Request** or type an **N** to move down the list faster.
- ' Click the **[NEXT]** button.

STEP 5: The **Joint Filing Box** displays.

- ' Bypass this screen by clicking **[NEXT]**.

STEP 6: The **PARTY SELECTION** screen displays.

- ' Click the **Create/Add New Party** hyperlink.

STEP 7: The **PARTY SEARCH** screen displays.

- ' Enter the creditor's business or last name in the **Last/Business Name** field.
- ' Click the **[Search]** button.

STEP 8: The **SEARCH RESULTS** screen displays.

- ' Click on the creditor's name from the list to select it.
 - Verify the creditor's address information.
 - Click on **Select name from list** button; make changes to the address as appropriate.
 - **IMPORTANT:** The **Role Type** must be changed to **Creditor or Interested Party**.
- ' If the creditor is not listed, click the **[Create new Party]** button.

STEP 9: The **PARTY INFORMATION** screen displays.

- ' Enter the address in the manner indicated below. An address

The screenshot shows the 'Party Information' form for 'Darlene P. Smitherman' with SSN '036-34-0011'. The form is set against a pink background. It contains several input fields: 'Office' (empty), 'Address 1' (13 Maple Ave, Apt. 13-D), 'Address 2' (empty), 'Address 3' (empty), 'City' (W. Warwick), 'State' (RI), 'Zip' (02893), 'County' (Kent), 'Country' (USA), 'Phone' (empty), 'Fax' (empty), 'E-mail' (empty), 'ProSe' (no), and 'Role' (Creditor (cr.cr)). There is also a 'Party text' field at the bottom. At the bottom of the form are three buttons: 'Submit', 'Cancel', and 'Clear'. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with the ECF logo and a help icon.

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(See
figur
2.)

Darlene P. Smitherman
13 Maple Ave., Apt. 13 D
W. Warwick, RI 02893

& **NOTE:** The creditor's address must be entered!

& **NOTE:** Do **not** use the "/" symbol to designate c/o - use c.o

VERY IMPORTANT The **Role** must be either **Creditor or Interested Party**

' Click the **[Submit]** button.

STEP 10: The **PARTY SELECTION SCREEN** displays.

' The creditor's name is preselected.

' Click the **[NEXT]** button.

STEP 11: The **Attorney-Party Association** screen displays

' Bypass this screen by clicking **[NEXT]**.

STEP 12: The **PDF ATTACHMENT** screen displays.

' Locate and attach the PDF imaged document.

' Click the **[NEXT]** button.

STEP 13: The **NAME/NUMBER VERIFICATION** screen displays.

' Verify the case name and number.

- ' Click the **[NEXT]** button.

STEP 14: The **FINAL TEXT** screen displays.

- ' Review the docket text. This is your last opportunity to make changes.

SAMPLE DOCKET TEXT

**Notice Request Filed by Jane Doe on behalf of Jane Doe.
(Doe, Jane).**

- ' Click **[Back]** on the browser toolbar to make changes, if necessary.
- ' When no changes are necessary, click the **[NEXT]** button to proceed.

STEP 15: The **NOTICE OF ELECTRONIC FILING** screen displays.

- ' The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document is now an official court document.
 - To print a copy of the notice, click the browser **[Print]** icon.
 - To save a copy of the receipt, click **[File]** on the browser menu bar and select **Save Frame As**.
 - The save box that displays allows you to name and save the page in some format. The format type is generally defaulted to HTML.